

PROOF SYSTEM

Setting up an Organization

To Create an Organization:

1. Select **Add** from the top navigation buttons.
2. Select the **List Administration** business area.
3. Enter information in one or more fields and click **Search**.
4. Review the search results at the bottom of the page to ensure the organization is not already in the system.
5. If the organization is not listed, select **Add New Organization**.
6. Use the form to provide information about the organization you are adding to the system.
7. Click **Submit**.

In the PROOF system, an Organization can have multiple addresses and contacts.

To Add an Organization Address or Contacts:

1. Once you are in your organization record, click **Add Another Row** in the appropriate section to add an organization address or contact. A new window will open.
2. Use the form to add the appropriate contact or address information.
3. Click **Submit**.
4. Repeat steps 1 - 3 as needed, for other addresses/contacts that the organization may have.
5. Click **Update**.

Note: Now that this organization is in the system, including addresses/contacts, the organization can now be linked (added) to a Program.

This task may be performed by the following user roles:

- State Program Manager
- Program Reviewer
- County Program Manager
- County Super User